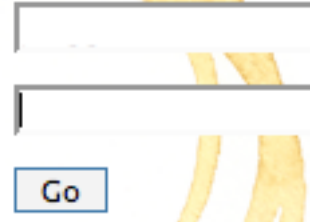


## **Student Guide to Submitting Writing at Writingthecity.com**

1. Go to the following URL in Internet Explorer:  
<http://write.teachingmatters.org/YOURSHORTCUT>

2. Once there, you will be asked for a class name and password:
  - a. Class Name is \_\_\_\_\_
  - b. Class password is \_\_\_\_\_

### **Class Login**



A screenshot of the 'Class Login' form. It features two empty text input fields stacked vertically. Below the second field is a blue button with the text 'Go' in white. The background of the form has a faint yellow and orange graphic.

3. After doing that you will be logged in as a member of the class.

## **To Submit your Finished Writing**

4. Once at the site, click on "Submit An Article."

### **e-Zine Admin**

**Submit An Article**

Log Out

5. Your next screen asks you for the title of your writing:

6. Enter the title here:

**Submit e-Zine article**  
**Article Title: \***

7. In the section marked "First Name," put your student number as given to you by your teacher.

**First Name: \***



